



NOTICE OF JOB OPENING

JOB TITLE: Payroll Clerk II

POSITION NO: 6106063003

DEPARTMENT: Payroll - HCAO

HOURS: 40 Hours Per Week

SALARY: The Auditor's Office offers a competitive salary along with excellent benefits, retirement, and job stability.

JOB REQUIREMENTS: Successful candidate must possess strong computer skills including knowledge of Microsoft Outlook and Excel. Fluency in the written and oral use of the English language is required with above average interpersonal and mathematical skills. Successful candidate must also be a team player and be available to work overtime on an occasional basis. At least 1 year of previous payroll experience is helpful but not required.

Must be eligible to work in the United States. We do not offer visa sponsorship.

Physical requirements include lifting and carrying 30 lbs, pushing/pulling 30lbs. Approximately 80% sitting, 15% standing, and 5% walking.

JOB DESCRIPTION: A primary responsibility of the incumbent is to ensure the accuracy, timely completion and compliance of Harris County's policies, procedures and federal regulations pertaining to Payroll and Human Resource documents and information. Additionally, this position is responsible for verifying net pay amounts, payroll deductions, and benefits hours including vacation and sick time; and producing and reviewing payroll reports utilizing an integrated financial accounting system. Incumbent must learn, understand and interpret Harris County Personnel Regulations as they apply to Payroll production. S/He will also provide support to Harris County department liaisons and employees regarding payroll and human resource data.

CLOSING DATE: Open until filled

APPLY: Send resume to: APPS.HCAO@AUD.HCTX.NET

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE OR DISABILITY